

Rules of Procedure for Stormwater Advisory Committee meetings

Expectations for Public Comment Period

- Speaker must state their name and address
- Each speaker is limited to 3 minutes
- SWAC members and staff may respond to speaker's comments at the meeting, but are not required to do so

Expectations for Public during Meeting

- Meetings are open to the public for observation
- There is often a lot of material to cover during the meeting. Citizens attending the meeting are to refrain from interrupting the meeting. Citizens with questions may contact city staff or SWAC members after the meeting.
- At the chairperson's discretion, he or she may invite a member of the public to comment on agenda items during the meeting.

Requests for Stormwater Utility Fee Credit Appeal

- Applicant requesting appeal must submit written request to city staff 30-days prior to meeting to stormwater@harrisonburgva.gov or Harrisonburg Public Works, ATTN: Stormwater Utility Program, 320 East Mosby Road, Harrisonburg, VA 22801.
- Applicant is encouraged to explain in the written request why a practice should be considered for a stormwater utility fee credit or why an area is not considered impervious. Submission of photos is also encouraged.
- City staff will submit the written request, along with a staff report to the Stormwater Advisory Committee, when agenda packets are distributed. Agendas are sent about 1-week prior to the meeting.
- At the meeting,
 - The chair will invite city staff to present the staff report
 - The chair will invite the applicant and other members of the public to speak in favor or against the matter (5 mins max per person)
 - The chair will invite committee members and staff to have discussion
 - The chair will ask committee members to make a motion to make a recommendation to the Director of Public Works.

Last updated: 7/29/2015